



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
January 18, 2024
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- January 4, 2024 - Inauguration
- January 4, 2024

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Retirement Proclamation - Diane Theall
2. Retirement Proclamation - Kurt Blomquist
3. Recognition - Ted McGreer/Ted's Shoe & Sport - Gold Metal Service Award for Customer Service
4. Public Hearing - Amendment to Land Development Code - Charitable Gaming Facilities (Ordinance O-2023-16-A)

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations - Ashuelot River Park Advisory Board, Assessor's Board, Bicycle Pedestrian Path Advisory Board, Building Board of Appeals, Congregate Living and Social Services Licensing Board, Conservation Commission, Energy & Climate Committee, Historic District Commission, Housing Standards Board of Appeal, Human Rights Committee, Partner City Committee, Planning Board, Zoning Board of Adjustment.
2. Confirmation - Zoning Board of Adjustment
3. Nominations - Bicycle Pedestrian Path Advisory Committee, Conservation Commission, Congregate Living and Social Services Licensing Board, Planning Board, Trustees of Trust Funds and Cemetery Trustees
4. Nomination - Keene Housing Authority

C. COMMUNICATIONS

1. Councilor Greenwald - Design Issues to be Considered in the Downtown Improvement Project
2. Councilor Remy - Enforcement of Winter Parking Ban

D. REPORTS - COUNCIL COMMITTEES

1. Request to Use City Property - Ice and Snow Festival - February 3, 2024
2. 2024 NH Department of Safety, State Homeland Security NHTOA Team Allocation Grant - Police Department
3. FFY24 New Hampshire Highway Safety Equipment Grant 24-095- Police Department
4. Invest NH Municipal Per Unit Award #MPU22-123 Authority to Accept and Expend - Community Development
5. Recommended Actions to Address the Current and Future State of the City's Street Trees - Conservation Commission
6. Cemetery Master Plan - Parks, Recreation and Facilities Director

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. Capital Improvement Plan - City Manager

G. REPORTS - BOARDS AND COMMISSIONS

H. REPORTS - MORE TIME

I. ORDINANCES FOR FIRST READING

J. ORDINANCES FOR SECOND READING

K. RESOLUTIONS

1. Relating to the Acceptance and Appropriation of Unanticipated Bridge Revenue
Resolution R-2024-04

NON PUBLIC SESSION

ADJOURNMENT

The inauguration of the Keene City Council was held on Thursday, January 4, 2024. The City Clerk, Patty Little, called the meeting to order at 6:00 PM and announced that Jay V. Kahn was elected as Mayor. Councilor Mitchell H. Greenwald administered the Oath of Office to Mayor Elect Kahn, and former Mayor George S. Hansel presented the gavel to Mayor Kahn, who thanked Mr. Hansel for his leadership and help during this transition. The City Clerk called roll for the Councilors-elect: Laura E. Tobin, Robert C. Williams, Edward J. Haas, Raleigh C. Ormerod, Kate M. Bosley, Bryan J. Lake, Michael J. Remy, Bettina A. Chadbourne, Randy L. Filiault, & Thomas F. Powers were present. Attorney Edward J. Burke administered the Oath of Office to the Councilors-elect, who were all presented with a pin of the City's seal. The City Clerk called the roll for all City Councilors: Kate M. Bosley, Laura E. Tobin, Michael J. Remy, Randy L. Filiault, Robert C. Williams, Edward J. Haas, Philip M. Jones, Andrew M. Madison, Raleigh C. Ormerod, Bryan J. Lake, Catherine I. Workman, Bettina A. Chadbourne, Thomas F. Powers, & Mitchell H. Greenwald were present. Kris E. Roberts was absent.

INVOCATION & PLEDGE OF ALLEGIANCE

Rabbi Daniel Aronson delivered the Invocation. Former Kid Mayor for the Day, Shrihan Budakoti, led the Pledge of Allegiance.

INAUGURAL ADDRESS

Mayor Kahn provided the following inaugural address:

A not so funny thing happened to me on the way to the Forum, COVID caught up with me. But after some quick footwork by our City staff we are finally holding our 2024 City Council Inauguration Ceremony. In my 35 years in Keene, there have been eight mayors but only three city managers. The continuity of City leadership over that time has been preserved by our City's professional staff. I want to thank them for their service, professionalism and dedication.

I also extend my appreciation for the services provided by the City's 350 employees, 100 of whom are part-time or seasonal. It's because of City staff that Keene residents benefit from quality services in the City. And as I begin to lay out some of the challenges and opportunities that we as a City Council will face over the next couple years, the first priority I recognize is retaining our City's Charter officers—City Manager, Attorney, Clerk, Treasurer—and supporting their staff from Public Works to Police and Fire, to Parks and Recreation, to Finance, the Library, and Human Services, so that we ensure the City has the talent needed to sustain city services. Having recently served state government, I know that governments at all levels, is facing staffing challenges currently and over the coming years.

And while recognizing staff, I want to thank the City Clerk, Patty Little, and the Clerk's staff for their efforts bringing us to this day. Administering an election process takes enormous coordination, as does preparing to seat a new City Council. And this is my opportunity to ask the public to support our well-run elections by volunteering to assist the Clerk's Office in

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administering the upcoming presidential primary election. As the first in the nation primary election state, we need to demonstrate that nobody does elections better than we do in NH.

Since retiring from Keene State College where I worked for 27 years as vice president and a year as interim president, I've served on the City Council and in the state Senate. Through these elected roles I've gained legislative and public policy skills and personal relationships that will help me as an incoming mayor. However, in the run-up to this day, I recognize what my mayoral predecessors no doubt did as well, there is only one mayor.

Having served three terms in the NH Senate, inevitably, people ask me what are my perceived differences. I reply that most notably, there are no political caucuses, no partisan divides, nor geographic differences.

All of us serving on the City Council live in the same community. We are a more heterogeneous group, made up of self-employed and mid-career professionals, business owners, retirees, local high school and local college graduates, local community volunteers. We live, play and work in the same community and that is what makes local government distinct and most impactful on people's lives.

And I believe we as a City Council are united in a mission to make our community, Keene, more successful in the future than we've been in our past. Working together—Councilors, staff, and citizens—we can meet that obligation.

This past week, we learned of the passing of one of our past mayors. Jim Masiello was a big man with a big personality and no doubt he served Keene well. I didn't know Jim well enough to tell stories about him, but I did know one of his predecessors, Bob Mallat, very well. Bob was mayor of Keene from 1962 to 1966, during which time Keene was designated an all-American city.

Bob served Keene State College long enough and well enough that he rose to be a vice president for resource administration prior to my arrival. I was recruited to Keene State College as a candidate for Vice President for Finance and Planning in 1988. Bob was on the search committee through which I was recommended. Inevitably our roles would overlap and when Bob retired his functions passed over to me. But for six years we served the College together. Bob's favorite term when he faced a problem, was bull and jam. When Bob played football at Keene High, he was the blocking bull in bull and jam. Bob was a big personality like Jim Masiello and he could be a bull.

In my first six months on the job, when Bob would introduce me at events, he'd say meet Jay Karn, our VP for Finance and Planning. It would annoy me that he'd always mispronounce my name. Around the holiday season, I finally got to meet Bob's family. At the President's residence Bob introduced Cheryl and me to his wife, Normer. And I finally understood something about Bob's Boston east coast accent, because I always call Normer, by the way her name was spelled, Norma.

I've learned a lot about New England and New Hampshire over my 35 years in Keene. Granite Staters are resilient, independent, persistent, frugal and witty. I cover at least four of those five. We are equally a region with people born here and those who moved here to enjoy a lifestyle that in spite of progress made over time remains unique, represented by a love of history, innovation and the great outdoors. Thank you, Dan White, whose Monadnock film recently reminded us of our region's past and what we cherish about living in the Monadnock region.

Something that comes from being responsible for planning is you appreciate futurists. Over the next two years, Keene will undertake a Community Master Plan process that will guide City development into the 2030s. In that process the City Council will engage with the Master Plan Committee, which is a function of the Keene Planning Board, supported by City Community Development staff and a specialized team of consultants. Community focus conversations and updates to the Planning Lands and Licenses Committee will occur during the 18-month project.

A master planning process doesn't mean everything gets placed on hold. The City will continue finalizing plans for its downtown renovation project and other projects in the pipeline. Learning from the past year, and led by the Council's Municipal Services Committee, citizen focus groups will be consulted at many opportunities. We'll begin at the MSFI January meeting with a schedule and progress update to which the community is invited.

We are a community that needs well planned growth if we are to sustain our quality of life. If that's in doubt for you, consider that Keene faces more unfilled job openings than ever and an aging workforce with fewer younger aged people to fill those jobs.

The National Conference for State Legislators recently published that for the 2nd year in row the biggest issue in 2024 for state legislatures is workforce. Advances in workforce development take years to evolve. So, we have no time to wait.

Keeping talent in our community is a key strategy to planned population growth. That begins with education leaders building work-based learning into their curricula and employers creating incentives for students to explore work in their needed fields. The NH School Administrator Association set a goal that by 2025 all New Hampshire high school students would graduate with a workforce ready credential. It's not only high school students that need internships and work-based learning opportunities, its college graduates as well. Many studies show that pre-graduation internships are pathways that lead people living locally to fill local employment needs.

For example, we can relate to the need for a more responsive mental healthcare system. The state's approach includes more beds at the state hospital and also more responsive and better community-based services. We have input to the state hospital through our elected state officials. But the Keene community has responsibility for assuring our community-based services are up to the task.

For five years while I served in the state Senate, I worked with Gary Barnes who was the executive director of MAPS Counseling Services and Phil Wysik of Monadnock Family Services to lower barriers to expanding the mental health workforce in Keene. One of those barriers was getting the State's Medicaid insurance companies to reimburse for clinical counseling interns who counsel Medicaid recipients. Because of Medicaid reimbursements being so low, those clients tell Gina Pasquale, today's MAPS director, that they make 10 or more calls to get an appointment which is often weeks out from their point of need. Today MAPS has three unpaid interns under supervision of licensed counselors and six paid resident students, who are providing mental health services to the region's most underserved population. One of the past residents has been hired by MAPS as a full-time counselor. That's 10 new clinicians in our community. There is fruit on the tree, but the tree has a way to go before it's fully matured.

There are other examples of building our workforce from within.

- *Call up Cheshire Medical Center and you'll hear their call waiting script advertising the internships they're offering prospective employees;*
- *The Keene Manufacturing Consortium led by Mayor Hansel recently wrote our Keene school district pleading the case for manufacturing internships being built into Cheshire Career Center's curriculum; and*
- *One of the high impact learning practices used by liberal arts campuses like Keene State College is internships. In our conversation about sustaining the College-City Commission, President Treadwell and I agreed that it's important for the Commission to work on building more internships with and around the City.*
- *And I want to work on the idea of establishing a City Youth Council that promotes civic service and civic engagement in our youth before they graduate high school.*

We can envision pathways to growing our own future workforce and engaged citizens. At the same time, attracting talent from beyond our region, in-migration, is a more competitive effort and in some fields in-migration is necessary to fill our workforce needs.

In-migration has been a significant component of New Hampshire's growth over the past decade. University of New Hampshire demographer, Ken Johnson, published this past October, that a majority of New Hampshire's residents were not born in the state, but moved here from another state or country. That contrasts with the statistics for the nation overall, as well as the figures for the other New England states.

This in-migration population is more diverse than NH-born residents, adding another dimension to our growth objective, diversity. In-migration residents need to find ways of bonding in our community with people similar to them. This means nurturing organizations that support diverse populations, be they ethnic, religious, age or gender-based organizations. And then we need to make certain we're building bridges across organizations so populations and support groups aren't siloed but are welcomed. This role is played by the City's Human Rights Committee and

the Monadnock Diversity, Equity, Inclusion and Belonging organization, groups that are important to a planned growth objective.

A welcoming environment means we've planned well for hosting an in-migrating person or family. Beyond offering competitive wages, we need to put some muscle behind the adopted City Council goal of finding creative ways to make quality housing as affordable and available as possible. The Council goal calls for 230 new housing units. Compare that to the Washington Park Apartments. That added 135 new units when opened in 2019, and that single project increased the City's tax base by \$13M, making it the 7th highest assessed property in Keene.

Not every housing project needs to be in a 4-story building in the center of the City. The City Council's recent actions have improved housing opportunities in rural areas and for accessory dwelling units in more densely populated residential neighborhoods. There are vacant properties throughout the City with nearby City supplied water and sewer that can accommodate multi-unit housing. There are also single-family homes, like on the east side of Keene, originally built for larger families, which can be converted to apartments. The City can take an active role in accelerating many types of additional housing opportunities.

There are many potential partners for workforce housing, including area employers who may want to provide housing to their workforce. And we can form regional partnerships with surrounding communities, like Swanzey, where there exists more developable land near to Keene employers. In other words, there's a lot the city can and needs to do to make room for additional people to live, work and enjoy the entertainment and recreational opportunities that Keene offers.

While the issues of planned growth, workforce development and housing are on the agenda for all NH cities, NH cities also share issues of housing instability and homelessness. We know these issues have co-determinants like substance use disorders, alcohol addiction and violence related trauma. We face holes in the delivery of services such as supportive services connected to recovery housing. It takes funding to fill those holes and build connected networks. I was reading a story about Houston's connected support network. Funding is the common factor to success. We will need to partner with other NH cities and state government to make sure we fill the gaps that otherwise people fall through and fail in their recovery efforts. I began working on those links this past weekend reaching out to newly elected mayors, so we can team-up in our funding request initiatives.

One thing that can set Keene apart is the pride we take in the accomplishments of our people and organizations. There's a collective responsibility to sharing our pride in the accomplishments of our people and organizations. With the Council's support, at every city council meeting for the remainder of 2024, that would be our next 23 meetings, I'm asking all people living and working in Keene to share with the Mayor and City Clerk, names of students, employees, volunteers, retirees and organizations that we should recognize for their accomplishments. These are stories that we can amplify across NH and simultaneously promote our community.

I am so grateful to the citizens of Keene for giving me the honor of representing our city as its mayor. The Mayor's role is defined as the ceremonial head of the City. I assure you that at every ceremony, every council meeting and every day that I spend on city business—in City Hall, in Concord, and in visits across our state—I will articulate our vision and our accomplishments, our needs and our creativity. Keene is a vital city for western NH and our state. Our future is full of expectations to which we need to rise to meet.

I often turn to quotes that link education and inspiration. On speaking about the importance of education, Malcolm X said, "tomorrow belongs to the people who prepare for it today." May we be blessed along our journey with success, good health, love, peace, understanding and compassion in this new year and new City Council term. Thank you, Mayor Jay Kahn.

RESOLUTION R-2024-01: RELATING TO THE CITY COUNCIL'S RULES OF ORDER

Mayor Kahn mentioned that he would be seeking the Council's input on possible amendments to the City Council's Rules of Order at an upcoming workshop on the Rules of Order.

A motion by Councilor Bosley to adopt Resolution R-2024-01 was duly seconded by Councilor Jones. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Roberts was absent.

NEW STANDING COMMITTEE ASSIGNMENTS

Mayor Kahn announced the new City Council Standing Committee assignments:

- Finance, Organization, & Personnel Committee:
 - Thomas F. Powers, Chair
 - Michael J. Remy, Vice Chair
 - Bettina A. Chadbourne
 - Bryan J. Lake
 - Kris E. Roberts
- Municipal Services, Facilities, & Infrastructure Committee:
 - Mitchell H. Greenwald, Chair
 - Randy L. Filiault, Vice Chair
 - Andrew M. Madison
 - Catherine I. Workman
 - Laura E. Tobin
- Planning, Licenses, & Development Committee:
 - Kate M. Bosley, Chair
 - Philip M. Jones, Vice Chair
 - Raleigh C. Ormerod
 - Robert C. Williams
 - Edward J. Haas

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BENEDICTION

Reverend Elsa Worth delivered the benediction.

ADJOURNMENT

The Inauguration adjourned at 6:50 PM.

A true record, attest: 
City Clerk

A regular meeting of the Keene City Council was held on Thursday, January 4, 2024. The Honorable Mayor Jay V. Kahn called the meeting to order at 7:00 PM. Roll called: Kate M. Bosley, Laura E. Tobin, Michael J. Remy, Randy L. Filiault, Robert C. Williams, Edward J. Haas, Philip M. Jones, Andrew M. Madison, Kris E. Roberts, Raleigh C. Ormerod, Bryan J. Lake, Catherine I. Workman, Bettina A. Chadbourne, Thomas F. Powers, & Mitchell H. Greenwald were present. Councilor Bosley led the Pledge of Allegiance. Mayor Kahn led the Council in a moment of silence in remembrance of former Mayor, Jim Masiello.

MINUTES OF THE PRECEDING MEETING

A motion by Councilor Powers to approve the December 21, 2023 meeting minutes as presented was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

ANNOUNCEMENTS

Mayor Kahn announced a Council Workshop on right-to-know on Tuesday, January 9 at 6:00 PM in Council Chamber. Near the end of the workshop, Mayor Kahn would take the opportunity to inquire whether the Council has any other potential changes to the Rules of Order in mind. Councilors should let the Mayor know of any they could think of in advance.

Mayor Kahn also announced that on Saturday, January 20 starting at 8:00 AM there is a workshop on the 2025–2031 Capital Improvement Program (CIP). The workshop should conclude by 11:00 AM. The actual review of the CIP will start with the Finance, Organization, and Personnel Committee at their January 25 meeting, which will start at 5:30 PM. The full schedule was provided to the Council.

PUBLIC HEARING – RELATING TO A CDBG GRANT APPLICATION – WATER INFRASTRUCTURE PROJECTS – BASE HILL ROAD MANUFACTURED HOUSING PARK

The Community Development Finance Authority (CDFA) has very specific protocols on how these public hearings are handled. The hearing notice identified three separate components: the actual Community Development Block Grant (CDBG) application, the Residential Anti-displacement and Relocation Assistance Plan, and the Housing and Community Development Plan; there would be three official public hearings, one for each of the components. Mayor Kahn called the first public hearing to order at 7:07 PM and the City Clerk read the public hearing notice. Mayor Kahn welcomed Jack Ahern, Associate Planner with the Southwest Region Planning Commission, and the CDBG Administrator.

Mr. Ahern explained that CDBG funds are available to municipalities for economic development, public facility, and housing rehabilitation projects that primarily benefit low- and moderate-income persons. The City of Keene is eligible to receive up to \$500,000 per year for

public facility and housing rehabilitation, up to \$500,000 per year for economic development, up to \$750,000 per year for microenterprise technical assistance, and up to \$500,000 per year in emergency funds. Feasibility study funds are also available for up to \$25,000. Mr. Ahern provided the Council with a handout describing the NH CDBG Program eligible activities that include the area Housing & Urban Development (HUD) income limits.

Mr. Ahern continued, explaining that the proposed application to the CDFA was for up to \$500,000 to allow the Base Hill Cooperative resident-owned community to replace its water distribution system at 180 Base Hill Road, Keene, New Hampshire. The manufactured housing park on Base Hill Road, owned by Base Hill Cooperative, Inc., is supplied drinking water by the Keene Water Department, from the City of Keene, NH. Water is delivered to the Cooperative and metered by the City via a meter near the property line adjacent to Base Hill Road. The Cooperative owns the drinking water distribution system after the City meter and is responsible for its operation and maintenance. The system consists of distribution mains and valves that are beyond their expected useful life and in poor condition. The Cooperative has done a good job of making necessary repairs, but frequent leaks and failures persist. The system supplies approximately 5,000 gallons of water per day to a population of roughly 150 people at 51 individual homes. There are no commercial or industrial water uses within the Cooperative and the system does not include treatment or storage.

The water system needs complete replacement. Water system improvements include a new connection to the master municipal metering pit, a new primary service distribution manhole, replacement of all water mains within the Cooperative, installation of isolation valves and flushing hydrants, and replacement of all unit service lines to the unit connection. Improvements also include an additional section of water main to provide redundancy of service to the rear units of the park, installation of an insulated meter pit, installation of water meters for all units, and provision of an electronic meter reader and accessories. Site restoration, pavement trenching and replacement, and erosion controls are also included.

Mr. Ahern introduced a representative of the Base Hill Cooperative, Ronald Bush, to provide additional details. Mr. Bush explained that the Cooperative had been working desperately for the last 4–5 years to replace the water system. The Cooperative received a \$1 million grant from the State of NH to get the project started. However, prices had increased so much in the last two years that the total project cost was now up to \$1.7 million, so they were seeking the CDBG as a gap fund to complete the project. Representatives of City Staff were very cooperative in addressing issues like leaks and other problems. He thought there had been \$60,000–\$70,000 in repairs over the last two years alone, which is challenging for a low-income community comprised of many senior citizens, younger couples, and kids. He described what a great community it is and the efforts to date to keep rental costs reasonable, including having added as many homes as possible. Now, the community needs help in this effort, which would be better for the whole City of Keene.

There were no public comments. Mayor Kahn closed the public hearing at 7:17 PM.

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A true record, attest: 
City Clerk

PUBLIC HEARING – RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Mayor Kahn opened the public hearing at 7:17 PM and welcomed Mr. Ahren again.

Mr. Ahern explained that if any displacement occurs because of the proposed CDBG project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using federal funds must be found comparable housing or commercial space in a comparable neighborhood at a comparable price. Under the certification section of the application, the City will certify that the Residential Anti-Displacement and Relocation Assistance (RARA) Plan is in place, and if it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFR prior to obligating or expending funds.

Mr. Ahern said that because of the nature of the proposed project, it is unlikely that any sort of relocation would be necessary. However, CDFR requirements still mandate that The City of Keene certifies that it will require the Subrecipient to comply with the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

There were no public comments. Mayor Kahn closed the public hearing at 7:19 PM.

A true record, attest: 
City Clerk

PUBLIC HEARING – HOUSING AND COMMUNITY DEVELOPMENT PLAN

Mayor Kahn opened the public hearing at 7:17 PM and welcomed Mr. Ahren again.

Mr. Ahern explained that the Housing and Community Development Plan (HCDP) is a document composed of several key areas, those being: Housing, Economic Development, Health and Human Services, and CDBG Impact Area. Each section details the current conditions, and proposed actions that would help alleviate the need in the area in relation to CDBG funds. This document was last adopted in 2021 with the minimum adoption schedule being once every three years. No substantial changes to the plan have been made at this time. The proposed project meets the listed HCDP goal to, *“Have a variety of housing options available that are affordable, accessible, eco-efficient, and supportive of varied lifestyles.”*

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There were no public comments. Mayor Kahn closed the public hearing at 7:20 PM.

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RELATING TO A CDBG GRANT APPLICATION – WATER INFRASTRUCTURE
PROJECTS – BASE HILL ROAD MANUFACTURED HOUSING PARK – RESOLUTION R-
2024-03

A motion by Councilor Powers to suspend Section 27 of the City Council Rules of Order to allow discussion and a vote on the same day as the public hearing was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

A motion by Councilor Powers to adopt Resolution R-2024-03 was duly seconded by Councilor Remy.

Councilor Roberts wholeheartedly supported adopting this Resolution. He said members of this community came to the City 10 years ago because they were losing a lot of water and there was discontent about the water bills from the City. Ten years ago, he said the Base Hill community was somewhat run down, with many empty lots and trails that posed fire hazards. The residents had worked hard in the time since to make it a proud and growing community with secure housing. Councilor Roberts said the citizens did their part in this effort, and so he hoped the Council would support them with a unanimous vote.

Councilor Madison noted that he used to work for the Granite State Rural Water Association in Walpole, NH. In that role, he worked with many communities like the Base Hill Cooperative. He thought many of the public did not realize that these mobile home communities provide their own water utility services to their residents. Unfortunately, it is challenging when utility prices must increase for so many residents with fixed incomes. CDBGs like this one help make those utilities more affordable, allowing residents to have the same quality of service that those living in larger communities can enjoy. Councilor Madison said that these residents are a solution to the City's housing crisis, and that low-income members of the community deserve a place of their own that they can afford.

The motion to adopt Resolution R-2023-03 carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

CONFIRMATION

Former Mayor George S. Hansel nominated Cody Morrison to serve as a regular member of the Keene Housing Authority, with a term to expire December 31, 2025. A motion by Councilor

Greenwald to confirm the nomination was duly second by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

NOMINATIONS

Mayor Kahn nominated the following individuals to City Boards and Commissions. The nominations were tabled until the next regular City Council meeting:

- Ashuelot River Park Advisory Board:
 - Dian Mathews – re-nominated as a regular member, with a term to expire December 31, 2026
- Assessor’s Board:
 - Jason Frost – re-nominated as a regular member, with a term to expire December 31, 2026
- Bicycle/Pedestrian Path Advisory Committee:
 - Councilor Edward Haas – new nomination as a regular member, with a term to expire December 31, 2026
- Building Board of Appeals:
 - Donald Flibotte – re-nominated as a regular member, with a term to expire December 31, 2026
- Congregate Living & Social Services Advisory Board:
 - Thomas Savastano – re-nominated as a regular member, with a term to expire December 31, 2026
 - Jennifer Seher – re-nominated as a regular member, with a term to expire December 31, 2026
 - Medard Kopczynski – re-nominated as an ex-officio member, with a term to expire December 31, 2025
- Conservation Commission:
 - Councilor Robert Williams – re-nominated as an ex-officio member, with a term to expire December 31, 2025
 - Eloise Clark – re-nominated to change from a regular to alternate member, with a term to expire December 31, 2026
 - John Therriault – re-nominated as a regular member, with a term to expire December 31, 2026
- Energy & Climate Committee:
 - Councilor Raleigh Ormerod – re-nominated as an ex-officio member, with a term to expire December 31, 2025
 - Jude Nuru – re-nominated as a regular member, with a term to expire December 31, 2026
 - Charles Redfern – re-nominated as an alternate member, with a term to expire December 31, 2026
- Historic District Commission:
 - Hope Benik – re-nominated as a regular member, with a term to expire December 31, 2026

- Russ Fleming – re-nominated to change from a regular to alternate member, with a term to expire December 31, 2024
- Housing Standards Board of Appeal:
 - Donald Flibotte – re-nominated as a regular member, with a term to expire December 31, 2026
- Human Rights Committee:
 - Hunter Kirshner – re-nominated as a regular member, with a term to expire December 31, 2026
 - Daniel Aronson – re-nominated as a regular member, with a term to expire December 31, 2026
 - Marti Fiske – re-nominated as an ex-officio member, with a term to expire December 31, 2025
 - Ritu Budakoti – re-nominated as an alternate member, with a term to expire December 31, 2026
- Partner City Committee:
 - Mari Brunner – re-nominated as a regular member, with a term to expire December 31, 2026
 - Councilor Andrew Madison – re-nominated as an ex-officio member, with a term to expire December 31, 2025
 - Michael Giacomo – re-nominated as a regular member, with a term to expire December 31, 2024
- Planning Board:
 - Councilor Michael Remy – re-nominated as an ex-officio member, with a term to expire December 31, 2025
 - Roberta Mastrogiovanni – re-nominated as a regular member, with a term to expire December 31, 2026
 - Gail Somers – re-nominated as a regular member, with a term to expire December 31, 2026
 - Tammy Adams – re-nominated as an alternate member, with a term to expire December 31, 2026
- Zoning Board of Adjustment:
 - Richard Clough – re-nominated as a regular member, with a term to expire December 31, 2026

NOMINATION

Mayor Kahn nominated Edward Guyot to serve as a regular member of the Zoning Board of Adjustment, with a term to expire December 31, 2026. The nomination was tabled until the next regular meeting.

COMMUNICATION – JUSTIN SOMMA – RESIGNATION – KEENE LIBRARY BOARD OF TRUSTEES

A communication was received from Justin Somma, resigning from the Keene Library Board of Trustees. A motion by Councilor Powers to accept the resignation with regret and appreciation of service was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

COMMUNICATION – CHRISTINA DRETZIN – ENCOURAGING THE COUNCIL TO STOP BUILDING ROUNDABOUTS

A communication was received from Christina Dretzin, encouraging the City Council to stop building roundabouts, which she dislikes and tries to avoid. Mayor Kahn accepted the communication as informational.

COMMUNICATION – COUNCILOR ANDREW MADISON – RESIGNATION FROM BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE AND THE PARTNER CITY COMMITTEE

A communication was received from Councilor Andrew Madison, resigning from his ex-officio position on the Bicycle/Pedestrian Path Advisory Committee and from his regular membership on the Partner City Committee. A motion by Councilor Powers to accept the resignations with regret and appreciation of service was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

CITY MANAGER COMMENTS

The City Manager, Elizabeth Dragon, began by reporting that the City’s Human Rights Committee—with financial support from several community nonprofits and businesses—is hosting an event for Martin Luther King Jr. Day on January 15 at 6:00 PM at Heberton Hall. Father Greg Boyle (bestselling author and founder of Homeboy Industries, the nation’s largest gang intervention program) will be the guest speaker.

The City Manager also announced a Capital Planning workshop on Saturday, January 20. This workshop will be located at the Library, in both Heberton Hall and Cohen Hall, with the following schedule:

- 8:00 AM–8:30 AM: coffee and snack
- 8:30 AM: introductory comments
- Then groups will visit four small table discussions
- 10:45 AM: wrap-up comments, next steps, FOP timeline, and public hearing.

Lastly, the City Manager celebrated longevity milestones for City Staff:

- 5 years:
 - Carter Hennessey – Parks, Recreation, & Facilities
- 10 Years:
 - Mari Brunner – Community Development

- Heather Fitz-Simon – City Clerk’s
- 25 Years
 - Mitchell Smith – Public Works/Highway
 - Jason Short – Police/Operations
 - Todd Lawrence – Police/Special Services
- 30 Years:
 - Mike Abbott – Fire/Operations

BPPAC REPORT – DR. CHRIS BREHME RESIGNATION FROM THE BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE

A memorandum read from GIS Technician, Will Schoefmann, recommending that the Council accept Dr. Chris Brehme’s resignation from the Bicycle/Pedestrian Path Advisory Committee. A motion by Councilor Powers to accept the resignation with regret and appreciation of service was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

IN APPRECIATION OF JOHN L. ROGERS UPON HIS RETIREMENT – RESOLUTION R-2024-02

A memorandum read from Elizabeth Fox, HR Director/Assistant City Manager, recommending that the Council adopt Resolution R-2024-02. A motion by Councilor Powers to adopt Resolution R-2024-02 in appreciation of John Rogers’ 15 years of service was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

NON-PUBLIC SESSION

A motion by Councilor Powers to enter a non-public session to discuss personnel matters under RSA 91-A:3, II (a) was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor. The Council entered the non-public session at 7:42 PM.

The non-public session ended at 8:00 PM. A motion by Councilor Powers to keep the minutes of the non-public session, non-public, as disclosure would render the proposed action ineffective was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

ADJOURNMENT

01/04/2024

There being no further business, Mayor Kahn adjourned the meeting at 8:01 PM.

A true record, attest: 
City Clerk



Notice of Public Hearing
Amendment to Land Development Code
Charitable Gaming Facility

Notice is hereby given that a Public Hearing will be held before the Keene City Council relative to Ordinance O-2023-16 that would change permitted uses in the Downtown Core, Downtown Growth and the Commerce Districts. The application to amend the LDC has been submitted by the City of Keene Community Development Department.

Specifically, the petitioner proposes to amend **Section 8.3.2. of Article 8 of the Land Development Code (LDC)** to add a definition for “Charitable Gaming Facility” and amend Table 8-1, Table 4-1, and Table 5.1.5 to display “Charitable Gaming Facility” as a permitted use in the Downtown Growth District and Commerce District. In addition, the petitioner proposes to amend Section 8.4.2.C.2.a of Article 8 of the LDC to remove drive-through uses as a permitted use by Special Exception in the Downtown Core District.

The full text of the ordinance is available for public review at the City Clerk’s Office Monday-Friday, 8 am-4:00 pm or online at www.keenenh.gov.

HEARING DATE: January 18, 2024

HEARING TIME: 7:00 PM

HEARING PLACE: Council Chambers, Keene City Hall

Per order of the Mayor and City Council of the City of Keene, this 7th of December, Two Thousand and Twenty Three.

Attest: 
City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.1.

Meeting Date: December 21, 2023
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: **Relating to Amendments to the Permitted Uses in the Downtown Core, Downtown Growth, and Commerce Districts – Ordinance O-2023-16-A and Relating to Amendments to the City of Keene Land Development Code, Definition of Charitable Gaming Facility – Ordinance O-2023-17-A**

Council Action:

In City Council December 21, 2023.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a vote of 3–0, the Planning, Licenses, and Development Committee recommends that the City Council substitute the amended Ordinance O-2023-16-A for consideration at the continued public hearing scheduled for January 18, 2024.

On a vote of 3–0, the Planning, Licenses, and Development Committee recommends that Ordinance O-2023-17-A be placed on more time.

Attachments:

1. O-2023-16-A Redline
2. O-2023-17-A Redline

Background:

Jesse Rounds, Community Development Director, presented the first two agenda items together, explained how Staff moved forward with the “A” versions of Ordinances O-2023-16 and O-2023-17, and discussed how they differ. Some of his presentation was repeated from the Joint Planning Board-Planning, Licenses, and Development (PB-PLD) Committee workshop.

Mr. Rounds explained that per Keene’s Zoning Code, unless a use is specifically defined, then it is not allowed. However, there is a caveat that if a use is similar to the definition of another use, then it can be interpreted—or allowed—after interpretation by the Zoning Administrator. It is a best practice that if a new use needs to be defined, to define it as soon as possible and expand the Zoning Code. The City should try to define uses as they arise. The use definition in question was for indoor recreation and entertainment facilities. The definition is that these are “spectator and participatory uses conducted within an enclosed building”; this is the extent of the definition before example uses are listed, including: “movie theaters, live performance venues, night clubs, indoor sports arenas, bowling alleys, skating centers, physical adventure game facilities, and pool halls.”

Mr. Rounds explained that one use the City had interpreted—charitable gaming facilities or casinos—was currently permitted in the Downtown Core, Downtown Growth, Downtown Institutional, Commerce, Commerce Limited, and Business Growth & Reuse zones. Staff proposed a significantly different definition for this use—as defined by the State of NH—and specific areas where these would be located in the City.

Mr. Rounds read the definition of charitable gaming facilities from the original Ordinance O-2023-16 as first proposed: “A facility in accordance with the requirements of RSA 287-D and operated by a Licensed Game Operator as defined by RSA 287—D:1, VII, or any facility operated by a person or entity licensed by the lottery commission under RSA 287-D:7 to operate games of chance on 5 or more dates per calendar year. Does not include games licensed under RSA 287-E.” There were public comments at the PB-PLD workshop on this Ordinance, and the PB-PLD Committee asked Staff to develop an “A” version that considered commercial bingo halls and Lucky 7.

Staff reviewed the existing statutes and developed a new definition to address the concern about these two uses. The new definition says that facilities licensed under RSA 287-D are not permitted except in the Commerce and Downtown Growth zones. The new definition allows charitable gaming facilities to offer Lucky 7 as defined in RSA 287-E, as long as all licenses are obtained, and operational requirements are met. The new definition also includes bingo-style games operated in commercial or host halls, which are allowed in the Downtown Growth and Commerce Districts. The new proposed definition of a charitable gaming facility in Ordinance O-2023-16-A is: “A facility licensed in accordance with the requirements of RSA 287-D, and operated by a licensed Game Operator as defined by RSA 287-D:1, VII; or any facility operated by a person or entity licensed by the lottery commission under RSA 287-D:7 to operate games of chance on 5 or more dates per calendar year. Charitable Gaming Facilities may offer Lucky 7, as defined in RSA 287-E, as long as their use complies with all licensure and operation requirements under RSA 287-E and rules published by the New Hampshire Lottery Commission. This use includes facilities licensed to operate Bingo or bingo style games as Commercial Halls (287-E:1, V-a) or as Host Halls (RSA 287-E:1, X).”

Before explaining Ordinance O-2023-17-A, Mr. Rounds took questions.

Chair Bosley asked if the State of NH had any specific definitions of charitable gaming facilities. Mr. Rounds said there was no statutory reference. Chair Bosley said that constituents asked her why this instance is being treated differently than a skating center, for example, and she wondered if the State defined some of these items. Mr. Rounds offered to investigate this question further before the next public hearing. He said this was the recommendation because the use is defined in the RSA, so the City treats these uses the way the State does.

Vice Chair Giacomo referenced the NH RSA definition for bingo, which mentions Lucky 7. Discussion ensued on what Lucky 7 is and how it differs from bingo. However, the RSA does not define Lucky 7. Mr. Rounds said that per the NH Lottery Commission, Lucky 7 is technically a card game played on a device meant to look like a slot machine (traditionally not allowed in NH). The Vice Chair quoted from the RSA: “Bingo shall not include any game involving a slot machine.” Based on this quote, Vice Chair Giacomo was shocked that Lucky 7—resembling a slot machine—would be allowed. He found it annoying that poker was disallowed because it is not a game of chance.

Chair Bosley agreed that in her research, she was surprised that something so closely resembling a slot machine would be allowed. Mr. Rounds offered to do more research on Lucky 7 to present at the public hearing. The Chair recalled that this was a new venture by the State, which might be creating some of these rules haphazardly. She thought it was important to define these charitable gaming facilities, so it is clear what is allowed in these specific zones.

The City Attorney, Tom Mullins, clarified that RSA 287 was focused on commercial facilities that host charitable gaming, which per Ordinance O-2023-16-A, would only be allowed in the Downtown Growth and Commerce zones. This rule does not exclude charitable organizations, like churches, from hosting bingo even outside of the Downtown Growth and Commerce zones. These had been normally considered as accessory uses of an entity like a church. The RSA limits those activities to 5 per year for commercial facilities. Essentially, a commercial hall and host hall are the same thing, but they appear in two different places in the RSA. RSA 287-D deals with charitable gaming facilities. However, RSA 287-E contains both bingo and Lucky 7, but the two do not intermix until the question of a host facility, which for all intents and purposes, is not the same as a charitable gaming facility.

Mr. Rounds continued his presentation and shifted to Ordinance O-2023-17 and the proposed "A" version. At the PB-PLD workshop, the issue of drive-throughs was introduced. Currently in the City, drive-throughs are permitted by special exception in the Downtown Core zone. Ordinance O-2023-17-A would eliminate that special exception, meaning that drive-throughs would no longer be allowed in the Downtown Core. However, caveats include that if a drive-through exists currently, it would be allowed in perpetuity, unless there is a significant change (e.g., cannot remove a drive-through and try to replace it many years later). Also, there is at least one drive-through that was approved by special exception in the last year that would be allowed to continue. Much of this Ordinance was to preserve the character of the Downtown Core, where drive-throughs seem out of character. Still, those with existing drive-throughs would not have their current uses changed.

Chair Bosley thought this was a reasonable change, particularly after a recent issue with a drive-through approved on West Street. She also mentioned challenges with some drive-throughs causing traffic jams, like on upper Court Street. There are challenges making them viable in the community. The Chair was comfortable with this alteration of the Ordinance.

In response to Councilor Ormerod, Mr. Rounds clarified that Ordinance O-2023-16-A included everything from the original Ordinance but had a revised definition of charitable gaming facilities. Councilor Ormerod asked if charitable organizations other than churches could hold non-profit casino nights, for example. The City Attorney replied that if entities like the Elks or Rotary have such an accessory use, there is a specific definition for non-charitable entities in RSA 287. If it is something that an entity would do on occasion, it would be considered an accessory use.

Vice Chair Giacomo mentioned a limit of 5 times per year for these accessory uses, and noted some entities seem to do these more often. He went on to ask if the City has a formula for drive-through average queue time. Mr. Rounds said it exists but has a lot to do with perceived vs. actual demand of average drive-through queue length, which is often underestimated, and a lot depends on the level of service of the road in front of a drive through. Chair Bosley thought language could be included in future approvals indicating that modifications to a site could be required to accommodate the use in the future (e.g., take back the embankment or create a shoulder lane) if it becomes a problem. Mr. Rounds hoped more could be done in the future to keep drive-through uses from impacting roadway levels of service.

Discussion ensued further on what Lucky 7 is and how it is different than a slot machine. As defined by the State of NH, it is a bingo-type game.

There were no public comments.

Vice Chair Giacomo made the following motion, which was duly seconded by Councilor Ormerod.

On a vote of 3–0, the Planning, Licenses, and Development Committee recommends that the City

Council substitute the amended Ordinance O-2023-16-A for consideration at the continued public hearing scheduled for January 18, 2024.

Vice Chair Giacomo made the following motion, which was duly seconded by Councilor Ormerod.

On a vote of 3–0, the Planning, Licenses, and Development Committee recommends that Ordinance O-2023-17-A be placed on more time.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Three

AN ORDINANCE Relating to Amendments to the Land Development Code, Permitted Uses in the Downtown Core, Downtown Growth and Commerce Districts

Be it ordained by the City Council of the City of Keene, as follows:

That Chapter 100 of the Code of Ordinances of the City of Keene, New Hampshire, as amended, is hereby further amended by deleting the stricken text and adding the bolded and underlined text, as follows.

1. Amend Section 8.3.2. of Article 8 to add a definition for “Charitable Gaming Facility” under the category of Commercial Uses, as follows:

I. Charitable Gaming Facility

1. **Defined. Charitable Gaming Facility – A facility licensed in accordance with the requirements of RSA 287-D, and operated by a Licensed Game Operator as defined by RSA 287-D:1, VII; or any facility operated by a person or entity licensed by the lottery commission under RSA 287-D:7 to operate games of chance on 5 or more dates per calendar year. Charitable Gaming Facilities may offer Lucky 7, as defined in RSA 287-E, as long as their use complies with all licensure and operation requirements under RSA 287-E and rules published by the New Hampshire Lottery Commission. This use includes facilities licensed to operate Bingo or bingo style games as Commercial Halls (287-E:1, V-a) or as Host Halls (RSA 287-E:1, X). Does not include games licensed under RSA 287-E.**

2. Amend Section 8.4.2.C.2.a, “Specific Use Standards” of Article 8 to remove drive-through uses as a permitted use by Special Exception in the Downtown Core District, as follows:
 - a. Drive-through uses shall only be permitted by right in the Commerce and Commerce Limited Districts and by special exception from the Zoning Board of Adjustment in the Downtown-Growth and ~~Downtown-Core~~ Districts.
3. Update Table 8-1 “Permitted Principal Uses By Zoning District” in Article 8, Table 4-1 “Downtown Districts Permitted Uses” in Article 4, and Table 5.1.5 “Permitted Uses” in Article 5 to display “Charitable Gaming Facility” as a permitted use in the Downtown Growth District and Commerce District under the category of Commercial Uses.



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.1.

Meeting Date: January 18, 2024

To: Mayor and Keene City Council

From: Mayor-Elect Jay V. Kahn

Through:

Subject: **Confirmations - Ashuelot River Park Advisory Board, Assessor's Board, Bicycle Pedestrian Path Advisory Board, Building Board of Appeals, Congregate Living and Social Services Licensing Board, Conservation Commission, Energy & Climate Committee, Historic District Commission, Housing Standards Board of Appeal, Human Rights Committee, Partner City Committee, Planning Board, Zoning Board of Adjustment.**

Council Action:
In City Council January 4, 2024.
Nominations tabled until the next regular meeting.

Recommendation:
 I hereby nominate the following individuals to serve on the designated board or commission:

Ashuelot River Park Advisory Board
 Dian Matthews, re-nomination Term to expire Dec. 31, 2026

Assessor's Board
 Jason Frost, re-nomination Term to expire Dec. 31, 2026

Bicycle Pedestrian Path Advisory Board
 Edward Haas Term to expire Dec. 31, 2026

Building Board of Appeals
 Donald Flibotte, re-nomination Term to expire Dec. 31, 2026

Congregate Living and Social Services Licensing Board
 Thomas Savastano, re-nomination Term to expire Dec. 31, 2026
 Jennifer Seher, re-nomination Term to expire Dec. 31, 2026
 Medard Kopczynski, staff Term to expire Dec. 31, 2026

Conservation Commission

Robert Williams, ex-officio	Term to expire Dec. 31, 2025
Eloise Clark, regular to alternate	Term to expire Dec. 31, 2026
John Therriault, alternate	Term to expire Dec. 31, 2026

Energy & Climate Committee

Raleigh Ormerod, ex-officio	Term to expire Dec. 31, 2025
Jude Nuru, re-nomination	Term to expire Dec. 31, 2026
Charles Redfern, alternate, re-nomination	Term to expire Dec. 31, 2026

Historic District Commission

Hope Benik, re-nomination	Term to expire Dec. 31, 2026
Russ Flemming, regular to alternate	Term to expire Dec. 31, 2024

Housing Standards Board of Appeal

Donald Flibotte	Term to expire Dec. 31, 2026
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Human Rights Committee

Hunter Kirshner, re-nomination	Term to expire Dec. 31, 2026
Daniel Aronson, re-nomination	Term to expire Dec. 31, 2026
Marti Fiske, staff	Term to expire Dec. 31, 2026
Ritu Budakoti, alternate to regular	Term to expire Dec. 31, 2026

Partner City Committee

Mari Brunner	Term to expire Dec. 31, 2026
Andrew Madison, ex-officio	Term to expire Dec. 31, 2025
Michael Giacomo	Term to expire Dec. 31, 2024

Planning Board

Michael Remy, ex-officio	Term to expire Dec. 31, 2025
Roberta Mastrogiovanni, re-nomination	Term expires Dec. 31, 2026
Gail Somers, alternate, re-nomination	Term expires Dec. 31, 2026
Tammy Adams, alternate, re-nomination	Term expires Dec. 31, 2026

Zoning Board of Adjustment

Richard Clough	Term to expire Dec. 31, 2026
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Attachments:

None

Background:



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.2.

Meeting Date: January 18, 2024
To: Mayor and Keene City Council
From: Mayor-Elect Jay V. Kahn
Through:
Subject: **Confirmation - Zoning Board of Adjustment**

Council Action:

In City Council January 4, 2024.

Nomination tabled until the next regular meeting.

Recommendation:

I hereby nominate the following individuals to serve on the designated board or commission:

Zoning Board of Adjustment

Edward Guyot

Term to expire Dec. 31, 2026

Attachments:

1. Guyot, Edward_Redacted

Background:

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: Fw: Interested in serving on a City Board or Commission
Date: Monday, January 1, 2024 2:42:23 PM
Attachments: [Outlook-uiykdf1.png](#)

This is a nomination for this week's Council.



Patricia Little
CITY CLERK

-  (603) 352-0133, ext. 2
-  plittle@KeeneNH.gov
-  3 Washington Street, Keene, NH 03431
-  KeeneNH.gov

<!--[if !vml]-->

<!--[endif]-->

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us> on behalf of City of Keene
<helpdesk@ci.keene.nh.us>
Sent: Monday, January 1, 2024 2:20 PM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Mon, 01/01/2024 - 14:20</p>

<p>Submitted values are:</p>

First Name:

Edward

Last Name:

Guyot

Address

6 James Hill Drive
Keene, NH 03431

How long have you resided in Keene?

32 years



Cell Phone:



Employer:

John G Burk and Associates CPAs

Occupation:

Certified Public Accountant

Retired

No

Please list any organizations, groups, or other committees you are involved in

City of Keene:

Former member and Chair of the Bicycle and Pedestrian Pathways Advisory Committee.

Non-City of Keene:

Multiple prior board positions:

Colonial Theatre Group

Stonewall Farm

Monadnock Food Cooperative

Hannah Grimes Center

Arts Alive

Keene Elm City Rotary

Have you ever served on a public body before?

Yes

Please select the Boards or Commissions you would be most interested in serving on.

Conservation Commission, Planning Board, Zoning Board Adjustment

Please let us know the Board or Commission that you are most interested in serving on.

ZBA

Optional - Please select your second choice of which Board or Commission you would like to serve on.

Planning Board

Optional - Please select your third choice of which Board or Commission you would like to serve on.

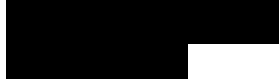
Conservation

Please share what your interests are and your background or any skill sets that may apply.

Construction and real estate development experience

Please provide 2 personal references:

Jason Houston



References #2:

Dan Antosiewicz



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 18, 2024
To: Mayor and Keene City Council
From: Mayor Jay V. Kahn
Through:
Subject: **Nominations - Bicycle Pedestrian Path Advisory Committee, Conservation Commission, Congregate Living and Social Services Licensing Board, Planning Board, Trustees of Trust Funds and Cemetery Trustees**

Recommendation:

I hereby nominate the following individuals to serve on the designated Board or Commission:

Bicycle Pedestrian Path Advisory Committee

Diane Duffy, alternate Term to expire Dec. 31, 2025
38 Page Street

Samantha Jackson - alternate to regular Term to expire Dec. 31, 2026
Autumn DelaCroix - alternate to regular Term to expire Dec. 31, 2025

Conservation Commission

Barbara Richter, slot 4 Term to expire Dec. 31, 2026
22 Valley Street

Congregate Care and Social Services Licensing Board

Ashok Bahl, alternate - slot 6 Term to expire Dec. 31, 2026
16 Leahy Road

Planning Board

Sarah Vezzani, slot 1 Term to expire Dec. 31, 2026
464 Elm Street

Michael Hoefler, alternate - slot 14 Term to expire Dec. 31, 2026
618 West Street

Trustees of Trust Funds and Cemetery Trustees

Ely Thayer, slot 1 Term to expire Dec. 31, 2026

201 Gunn Road

Attachments:

1. Duffy, Diana_Redacted
2. Richter, Barbara_Redacted
3. Bahl, Ashok_Redacted
4. Vezzani, Sarah_Redacted
5. Hoefler, Mike_Redacted
6. Thayer, Ely_Redacted

Background:

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: Fwd: Interested in serving on a City Board or Commission
Date: Monday, November 20, 2023 7:52:21 PM

Sent from my U.S.Cellular© Smartphone
Get [Outlook for Android](#)

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us> on behalf of City of Keene
<helpdesk@ci.keene.nh.us>
Sent: Monday, November 20, 2023 4:47:30 PM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Mon, 11/20/2023 - 16:47</p>

<p>Submitted values are:</p>

First Name:

Diana

Last Name:

Duffy

Address

38 Page St.
Keene, NH 03431

How long have you resided in Keene?

13 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Retired

No

Please list any organizations, groups, or other committees you are involved in

- Emery & Climate Committee
- WKNH 91.3 FM, Keene State College
- League of American Bicyclists

Have you ever served on a public body before?

Yes

Please select the Boards or Commissions you would be most interested in serving on.

Bicycle/Pedestrian Path Advisory Committee

Please let us know the Board or Commission that you are most interested in serving on.
Bike/Ped !*!

Please provide 2 personal references:

Cary Gaunt, PhD

[REDACTED]

References #2:

Alvilda Jablanko

[REDACTED]

From: [Heather Fitz-Simon](mailto:Heather.Fitz-Simon)
To: [Heather Fitz-Simon](mailto:Heather.Fitz-Simon)
Subject: FW: Interested in serving on a City Board or Commission
Date: Tuesday, January 16, 2024 1:37:00 PM

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Thursday, January 4, 2024 12:38 PM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Thu, 01/04/2024 - 12:37</p>

<p>Submitted values are:</p>

First Name:

Barbara

Last Name:

Richter

Address

22 Valley Street, Keene NH

How long have you resided in Keene?

More than 20 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Employer:

NH Association of Conservation Commissions

Occupation:

Executive Director

Retired

No

Please list any organizations, groups, or other committees you are involved in

None at this time, but I have served on the conservation commission in the past

Have you ever served on a public body before?

Yes

Please select the Boards or Commissions you would be most interested in serving on.

Conservation Commission

Please let us know the Board or Commission that you are most interested in serving on.

Conservation Commission

Please share what your interests are and your background or any skill sets that may apply.

As executive director at the NH Association of Conservation Commissions, I work with towns all over NH that have conservation commissions. We work to support commissions so they can be successful in protecting local natural resources. My back ground and experience would provide resources and connections to other towns and organizations working toward similar goals. I look forward to sharing my experience and offering insight and advice on conservation projects and environmental protection.

Suggest other public bodies of interest

I also serve on the State Conservation Committee and the Current Use Board. I am on the Mooseplate grant selection committee for conservation projects.

Please provide 2 personal references:

Lesley Johnson

[REDACTED]

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: FW: Interested in serving on a City Board or Commission
Date: Friday, December 8, 2023 10:10:09 AM
Attachments: [image001.png](#)



Patricia Little
CITY CLERK

- (603) 352-0133, ext. 2
- plittle@KeeneNH.gov
- 3 Washington Street, Keene, NH 03431
- KeeneNH.gov

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Friday, December 8, 2023 9:08 AM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Fri, 12/08/2023 - 09:08</p>

<p>Submitted values are:</p>

First Name:

Ashok

Last Name:

Bahl

Address

16 Leahy rd
keene, NH 03431

How long have you resided in Keene?

17 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Employer:

C&S Wholesale Grocers

Occupation:

Consultant

Retired

No

Please list any organizations, groups, or other committees you are involved in

I am currently on the board at the Community Kitchen and support several different non profits like the Humane Society, Child Advocacy center, United Wat etc.

Have you ever served on a public body before?

No

Please select the Boards or Commissions you would be most interested in serving on.

Energy and Climate Committee, Keene Housing Authority, Planning Board

Please let us know the Board or Commission that you are most interested in serving on.

I am very interested in the housing solution so anything related to that topic i am definitely the most interested in.

Optional - Please select your second choice of which Board or Commission you would like to serve on.

Energy and Climate

Please share what your interests are and your background or any skill sets that may apply.

I am very passionate about basic needs. From a professional standpoint, i have led large teams (30 + people) and am focused on data and analytics. I ran for city council this year for the at large seat and only lost by 28 votes and i would like to continue to get involved with the community.

Please provide 2 personal references:

Kathy Collingsworth

kathyh@humanecommunity.org

[Redacted]

References #2:

Molly Greenwood

[Redacted]

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: FW: Interested in serving on a City Board or Commission
Date: Saturday, December 30, 2023 2:10:37 PM
Attachments: [image001.png](#)



Patricia Little
CITY CLERK

- (603) 352-0133, ext. 2
- plittle@KeeneNH.gov
- 3 Washington Street, Keene, NH 03431
- KeeneNH.gov

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Friday, December 29, 2023 12:16 PM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Fri, 12/29/2023 - 12:15</p>

<p>Submitted values are:</p>

First Name:

Sarah

Last Name:

Vezzani

Address

464 Elm St. Keene, NH 03431

How long have you resided in Keene?

25 yrs

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Employer:

The Vezzani Agency

Occupation:

Insurance agency Principal

Retired

No

Please list any organizations, groups, or other committees you are involved in

Previously served on Sy's Fund board, MCVF crisis volunteer, Big Brothers/Sisters, and our community kitchen.

Have you ever served on a public body before?

No

Please select the Boards or Commissions you would be most interested in serving on.

Planning Board, Zoning Board Adjust ment

Please let us know the Board or Commission that you are most interested in serving on.

The areas I am most interested in are involved with the planning of the future of Keene. I would love to help identify certain actions to achieve the vision we have set for Keene, adjusting said vision as needed.

Please share what your interests are and your background or any skill sets that may apply.

Interests include planning, organization, goal setting etc. I have worked with many large corporate projects through change management helping employees and executives with change.

Please provide 2 personal references:

Kathleen Malloy

[Redacted]

[Redacted]

References #2:

Caitlin Frost

[Redacted]

[Redacted]

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: Fw: Interested in serving on a City Board or Commission
Date: Friday, January 5, 2024 10:11:13 AM
Attachments: [Outlook-pjylc2j0.png](#)



Patricia Little
CITY CLERK

(603) 352-0133, ext. 2
 plittle@KeeneNH.gov
 3 Washington Street, Keene, NH 03431
 KeeneNH.gov

<!--[if !vml]-->

<!--[endif]-->

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us> on behalf of City of Keene <helpdesk@ci.keene.nh.us>
Sent: Friday, January 5, 2024 9:28 AM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Fri, 01/05/2024 - 09:28</p>

<p>Submitted values are:</p>

First Name:

Mike

Last Name:

Hoefler

Address

618 West St.

How long have you resided in Keene?

15 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Employer:

King Arthur Baking Company

Occupation:

Director Web Strategy and Product

Retired

No

Please list any organizations, groups, or other committees you are involved in

Current:

- Treasurer KHS Alpine Ski Booster Club
- New England Mountain Bike Keene Chapter Vice President

Past:

- 9 Year Board Member & President Keene Family YMCA
- Monadnock United Way Board
- Keene Elm City Rotary member and various leadership roles including President
- Keene Airport Advisory Committee (Dale Pregent Era)
- Cheshire YMCA/Camp Takodah Board Member and Vice President

Have you ever served on a public body before?

Yes

Please select the Boards or Commissions you would be most interested in serving on.

Planning Board, Zoning Board Adjustment

Please let us know the Board or Commission that you are most interested in serving on.

Planning Board

Optional - Please select your second choice of which Board or Commission you would like to serve on.

ZBA

Please share what your interests are and your background or any skill sets that may apply.

Contributing back to the community that has served my family and I well over the years.
Helping to move Keene forward to meet the needs of the next generation.
Strong computer/tech/web skills.

Please provide 2 personal references:

Jay Kahn

[Redacted]

References #2:

John Round

[Redacted]

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: FW: Interested in serving on a City Board or Commission
Date: Monday, January 8, 2024 1:47:18 PM
Attachments: [image001.png](#)



Patricia Little
CITY CLERK

-  (603) 352-0133, ext. 2
-  plittle@KeeneNH.gov
-  3 Washington Street, Keene, NH 03431
-  KeeneNH.gov

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Monday, January 8, 2024 10:08 AM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Mon, 01/08/2024 - 10:07</p>

<p>Submitted values are:</p>

First Name:

Ely

Last Name:

Thayer

Address

201 Gunn Road
Keene, NH 03431

How long have you resided in Keene?

8 Years

Email:

[REDACTED]

[REDACTED]

[REDACTED]

Employer:

Edward Jones

Occupation:

Financial Advisor

Retired

No

Please list any organizations, groups, or other committees you are involved in

Keene Country Club - Board of Director

Have you ever served on a public body before?

Yes

Please select the Boards or Commissions you would be most interested in serving on.

Trustees Of Trust Funds And Cemetery Trustees

Please let us know the Board or Commission that you are most interested in serving on.

Trustees of Trust Funds and Cemetery Trustees

Please share what your interests are and your background or any skill sets that may apply.

I am a financial Advisor for Edward Jones and have been so for roughly 9 years now. Through this is have been working with investments and investment strategies and how they align with goals of individuals and/or organizations. I believe this will apply directly to this committee because of the need to ensure diligence in the management of the cities funds as well as the delegation of what funds go to.

Please provide 2 personal references:

Allen Mendelson

[Redacted]

[Redacted]

References #2:

Christine Munoz

[Redacted]

[Redacted]



ITEM #B.4.

CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 18, 2024
To: Mayor and Keene City Council
From: Mayor Jay V. Kahn
Through:
Subject: **Nomination - Keene Housing Authority**

Recommendation:

Attachments:

1. Benson, Emily_Redacted

Background:

I hereby nominate the following individual to serve on the designated Board or Commission.

Keene Housing Authority

Emily Benson, slot 5
89 Kendall Road

Term to expire Dec. 31, 2028

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: FW: Interested in serving on a City Board or Commission
Date: Wednesday, December 27, 2023 2:34:01 PM
Attachments: [image001.png](#)



Patricia Little
CITY CLERK

- (603) 352-0133, ext. 2
- plittle@KeeneNH.gov
- 3 Washington Street, Keene, NH 03431
- KeeneNH.gov

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Wednesday, December 27, 2023 1:34 PM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Wed, 12/27/2023 - 13:33</p>

<p>Submitted values are:</p>

First Name:

Emily

Last Name:

Benson

Address

89 Kendall Rd

How long have you resided in Keene?

15 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Employer:

Bensonwood

Occupation:

Executive - Human Resources

Retired

No

Please list any organizations, groups, or other committees you are involved in

Board member of the The Colonial Theatre

Have you ever served on a public body before?

No

Please select the Boards or Commissions you would be most interested in serving on.

Building Board of Appeals/Housing Standards Board of Appeals, Historic District Commission, Keene Housing Authority, Partner City Co mmittee

Please let us know the Board or Commission that you are most interested in serving on.

Keene Housing Authority

Please provide 2 personal references:

Tom Minkler

[REDACTED]
[REDACTED]

References #2:

Dr. Darrell Hucks

[REDACTED]
[REDACTED]



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

Meeting Date: January 18, 2024
To: Mayor and Keene City Council
From: Councilor Mitchell H. Greenwald
Through: Patricia Little, City Clerk
Subject: **Councilor Greenwald - Design Issues to be Considered in the Downtown Improvement Project**

Recommendation:

Attachments:

1. Communication_Greenwald

Background:

Councilor Greenwald has identified several design issues that need to be explored as part of the next stage of the design process for the downtown infrastructure project, and he is requesting proactive input from the other Councilors on these issues.



Mitchell Greenwald
Chairman, MSFI Committee
Ward 2, City Councilor

January 16, 2024

Re: Main Street Reconstruction Project

To: City Manager
Mayor and City Council

The City Council and City Staff are about to proceed with the next stage of the design process for the Main Street reconstruction project. It is important that City Councilors are involved in a pro-active, rather than reactive manner as we develop the plans from the approved “concept” to detailed construction drawings. I am considering that the “concept” includes the bike lanes and the square in its current configuration, with minor modifications.

I am communicating through you, to the staff and consultants, design issues I have heard from Councilors, to be explored in analysis and plans.

- Including the “slip lane” at Central Square.
- Including the U turn at the flagpole.
- Including the U turn at Gilbo/Railroad Street
- Including the center parking.
- Right turn on red at Roxbury and West Streets.
- Confirmation of the location and quantity of parking spaces.
- Confirmation of the location and quantity of trees and planting beds.

I urge my fellow Councilors to communicate to you issues they hear from residents, so they may be considered as the planning process proceeds.

Working together in cooperation will make the project a success!

Thank you,

Mitchell Greenwald

Cc: City Clerk



ITEM #C.2.

CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 18, 2024
To: Mayor and Keene City Council
From: Councilor Michael Remy
Through: Patricia Little, City Clerk
Subject: **Councilor Remy - Enforcement of Winter Parking Ban**

Recommendation:

Attachments:

1. Communication_Remy

Background:

Councilor Remy is recommending the City Council review the winter parking rules and only enforce a parking ban during announced winter weather advisories or warnings.

Michael Remy
City Councilor, At-Large

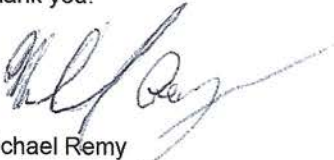
December 9, 2023

Re: Winter Parking Ban

To: Mayor and City Council

I would like us to review modifying the winter parking rules and only enforcing a winter parking ban during announced winter weather advisories or warnings.

Thank you!



Michael Remy



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 18, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Request to Use City Property - Ice and Snow Festival - February 3, 2024

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that The Keene Downtown Group be granted a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales, as well as use of downtown City property on Central Square, Railroad Square, and designated parking spaces on Central Square and Main Street to conduct the Ice and Snow Festival on Saturday, February 3, 2024, from 10:00 AM to 4:00 PM, and reserving an inclement weather date of Sunday, February 4, 2024. In addition, the applicant is permitted to close off a portion of Railroad Street from Main Street to the exit of the Wells Street Parking Garage. This permission is granted subject to the signing of a revocable license and indemnification agreement, submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as additional insured, submittal of signed letters of permission from the owner for any use of private property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 24 Community Events Budget.

Attachments:

None

Background:

Mr. Mark Remillard of 64 Blackberry Lane addressed the committee and stated he was before the committee on behalf of the Keene Downtown Group for the Keene Ice and Snow Festival. This is their 21st annual event and is scheduled for Saturday February 3 from 10 am to 4 pm. Mr. Remillard stated this is free family event. Some of the events being planned for the day are Sugar on Snow, Cartoons Horse Rides, Scavenger Hunt, Children's Train, Touch a Truck, Free Hot Cocoa etc. and 12 Ice Carvers.

Councilor Chadbourne made the following motion, which was seconded by Councilor Remy.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that The Keene Downtown Group be granted a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales, as well as use of downtown City property on Central Square, Railroad Square, and designated parking spaces on Central Square and Main Street to conduct the Ice and Snow Festival on Saturday, February 3, 2024, from 10:00 AM to 4:00 PM, and reserving an inclement weather date of Sunday, February 4, 2024. In addition, the applicant is permitted to close off a portion of Railroad Street from Main Street to the exit of the

Wells Street Parking Garage. This permission is granted subject to the signing of a revocable license and indemnification agreement, submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as additional insured, submittal of signed letters of permission from the owner for any use of private property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 24 Community Events Budget.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 18, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **2024 NH Department of Safety, State Homeland Security NHTOA Team Allocation Grant - Police Department**

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for, accept, and expend the 2024 NH Department of Safety, State Homeland Security NHTOA Team Allocation Grant in the amount of \$5,142.41.

Attachments:

None

Background:

Police Captain Steve Tenney addressed the committee next. Captain Tenney stated this is a 2024 Homeland Security Grant for the Swat Team. This year the department is being awarded \$5,142.41. This money will be used to purchase a new ballistic shield and a headset for the team leader to be able to communicate through two different channels.

Councilor Lake made the following motion, which was seconded by Councilor Remy.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for, accept, and expend the 2024 NH Department of Safety, State Homeland Security NHTOA Team Allocation Grant in the amount of \$5,142.41.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 18, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **FFY24 New Hampshire Highway Safety Equipment Grant 24-095- Police Department**

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and expend the FFY24 New Hampshire Highway Safety Equipment Grant in the amount of \$64,673.50.

Attachments:

None

Background:

Captain Tenney stated this item is a highway safety grant in the amount of \$64,673.50 and will be used to upgrade computer equipment in cruisers.

Councilor Remy made the following motion, which was seconded by Councilor Roberts.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and expend the FFY24 New Hampshire Highway Safety Equipment Grant in the amount of \$64,673.50.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 18, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Invest NH Municipal Per Unit Award #MPU22-123 Authority to Accept and Expend - Community Development

Recommendation:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept funds awarded to the City by the InvestNH program of the New Hampshire Department of Business and Economic Affairs as a result of the development of 15 affordable housing units located at the private housing development at 310 Marlboro Road.

Attachments:

None

Background:

Community Development Director Jesse Rounds was the next speaker. Mr. Rounds stated the Invest NH Program that started in 2021 included a program to encourage cities to approve affordable, and workforce housing referred to as the Per-Unit Grant Program. For every affordable or workforce housing that is built, the City can request up to \$10,000 from the State.

Mr. Rounds stated the developer for 310 Marlboro Street includes 15 affordable and workforce housing units and, as a result, the City was able to procure \$150,000.

Councilor Lake asked where this money would be going to, whether it would go to the City or the property owner. Mr. Rounds stated the property owner has taken advantage of Invest in NH and other programs and received funds through those programs. This money will go to the general fund.

Councilor Roberts asked how much the rent would be for a regular unit versus an affordable unit. Mr. Rounds stated he was not sure.

The Manager asked that the word “expend” be deleted from the motion. This motion should be to accept the funds, if at any time the City wanted to expend the funds she would come before the committee for authorization. Councilor Lake asked whether there were any restrictions on what these funds should be used for. The Manager answered in the negative.

Councilor Roberts made the following motion, which was seconded by Councilor Remy.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept funds awarded to the City by the InvestNH program of the New

Hampshire Department of Business and Economic Affairs as a result of the development of 15 affordable housing units located at the private housing development at 310 Marlboro Road.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 18, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Recommended Actions to Address the Current and Future State of the City's Street Trees - Conservation Commission**

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends the report be accepted as informational and the City Manager be directed to consider the recommendations as part of the upcoming budget and capital planning processes.

Attachments:

None

Background:

Mr. Sparky VonPlinsky Chair of Conservation Commission addressed the committee next.

Mr. VonPlinsky stated staff was before the Conservation Commission in August to address the condition of trees in the City. Based on that meeting a letter was sent to the Council. The letter addressed several points, including:

- conducting an inventory of street trees in the public right of way
- allocating additional funding for the street tree program
- cost sharing between a property owner and the City of Keene
- tree replacement with a focus on native trees for trees that are approaching the end of their life

Reviewing each point in turn, Mr. VonPlinsky stated that currently there is \$5,000 designated specifically for the downtown tree maintenance program, and \$3,000 in the budget is intended to replace street trees throughout the City. Mr. VonPlinsky noted that \$3,000, according to City staff, would probably cover approximately five trees of a 1 ½ to 2-inch diameter. That budgeted amount has not changed in decades.

The next item outlined in the letter was cost sharing, similar to what has been done in Manchester and Nashua. This cost sharing would be between a property owner and the City, and it would focus on trees that affect the street, but are not necessarily in the public right of way.

With regard to the recommendation to establish a management plan for the aging stands of red and white pine trees. Mr. VonPlinsky stated this recommendation goes hand-in-hand with what Andy Bohannon will be doing for the City parks. He stated it is looking more and more likely that there will be a collapse of those red and

white pines planted after the 1938 hurricane, which would be quite noticeable. The final recommendation in the report, dealt with the importance of native trees.

Mr. VonPlinsky concluded his remarks by stating there is considerable expertise within the Commission's membership and they would like to partner with the City in any way the Council felt was appropriate.

Councilor Williams addressed the committee next. The Councilor stated that living on the east side and listening to neighbors talk about the quality of the neighborhood, one of the things he noticed is that our natural assets are starting to fade. Over the last few years trees that have been lost have not been replaced. The trees in East Keene are much older. He indicated trees are important for attracting bees, butterflies but also for controlling runoff. Trees are an infrastructure asset that is necessary and is a quality of life issue. The Councilor stressed the importance of taking care of trees and looking to the future and to make this resource remain available for future generations.

Vice-Chair of the Conservation Commission, Andrew Madison, was the next to address the committee. He stated he agrees with the two prior speakers but would like to offer his expertise as a hydrologist. He noted street tree control run off during major stormwater events. Councilor Madison indicated we are seeing more of these precipitation events. If the City loses trees in the core area of Keene, we will see our stormwater systems stressed. By maintaining street trees, it gives stormwater the opportunity to infiltrate into the soil and gives trees the opportunity to uptake water. He stated this resource is important for the City and something the City needs to invest in.

Ms. Louise Zerba of 340 Pako Avenue addressed the committee on behalf of the Keene Rotary Club. Ms. Zerba indicated the Rotary Club has established a new service committee referred to as the Greenup Committee. That committee is looking at several possible projects - one of which is the planting of trees in the city and perhaps replanting trees as a result of the downtown infrastructure project. Ms. Zerba stated the Rotary Club is looking to collaborate with all the clubs and schools in the City to ask for their support to put this program in place.

Mr. Peter Hartz 12 Brook Street commended the Conservation Commission and the Rotary Club for their initiative. He indicated Keene has always been known as a Tree City, but we no longer qualify as a Tree City because the City no longer meets the requirements for that specific organization and haven't met the requirements for a number of years.

Mr. Hartz stated there is already an organization to shepherd a community's efforts at becoming a Tree City. There are four requirements: an active Tree Board or City Department; a Tree Care Ordinance, a Community Forestry Program which is funded by at least \$2.00 per population (20,000 people would be \$40,000 into a tree budget). Finally, there also needs to be an Arbor Day observance not to be tagged along with Earth Day. Meeting these criteria will enable the City to apply for funding through various government programs.

Mr. Hartz went onto say this brings to mind the dilemma Keene is going to experience downtown with the infrastructure project. He stated when the project evolves he is hoping for limited removal of trees. Trees in the downtown were planted 40-50 years ago and there was an intentional landscape architectural design and he hoped the downtown redesign would include a professional landscape architect. He stated this is an effort he would like to assist with.

Councilor Remy noted he believes the Conservation Commission serves as the board responsible for trees; and that there is a tree ordinance in place. He continued there is a forestry line item currently in the City budget that has a balance of \$54,000, which exceeds the \$2.00 per capita criteria required by the Tree City standards.

The Manager agreed and went on to say Keene has been a Tree City for 44 years and that record is only exceeded by the Town of Durham, which has had the designation for 45 years. She indicated she would like

Duncan Watson Asst. Public Works Director to outline the efforts the City is already undertaking with regards to an inventory of street trees in the City. There is a project in the capital plan that is being proposed for some forestry management as it pertains to our parks. The Manager continued she is interested in expanding this program and discussions have covered whether there should be more funds in the operational budget for the planting and removal of dead trees.

Asst. Public Works Director, Duncan Watson addressed the committee next. Mr. Watson the City barely makes it over the finish line to be considered a Tree City and also agreed the City trees in large part are stressed and are hurting. Over the last few years, the City has been mostly a haphazard and reactive approach – it spends most of the money on tree care not tree planting. Mr. Watson stated in conjunction with this meeting, staff met with the Conservation Commission. The City is starting to address some of the issues outlined. He noted the City is actively conducting a City tree inventory which will allow the City to have an active tree program.

Mr. Watson continued there are City trees in the right-of-way, but there are also City trees on private property. It has been a long-standing practice that if a private property owner requested a tree and there was a tree available, it would be installed, but not much thought was given to its ongoing maintenance. Many City trees are reaching the end of their life span and they are being stressed by climate change and invasive species. The tree inventory will allow them to develop the protocol and specifications necessary to have an active tree program through a future operating budget submission. Kurt was the tree warden and that too needs to be addressed. Within the last 18 months, we treated some of the ash trees that were stressed due to the emerald ash bore, some were too far gone, but some seems to be a stabilized a little bit, but this is really a drop in the bucket to maintain these incredible valuable resources in a more purposeful way.

Councilor Roberts stated he likes the idea of the partnership to address this item. He talked about the trees he has around his house and during the summer months he doesn't use air conditioning due to these trees. These trees also block out noise on Grove Street, helps with carbon reduction etc. He felt the community needs to be educated more about the benefits of trees planting.

Councilor Lake thanked the Commission for bringing this item forward and noted that Maple Avenue is going to look a lot different in a few years as those trees are getting to the end of their life and he felt it would be good to see a plan formulated for those trees. He felt the plan Manchester has for tree sharing seems very reasonable (50%) share. The Councilor asked that the City look into a similar plan for Keene. With respect to the inventory the City is pursuing he asked if there was a timeline for completion and what it would look like moving forward to maintain this inventory. Mr. Watson stated the inventory should be completed sometime this spring, and the inventory is being added into the City's Asset Management system and this is how it will be managed going forward.

Councilor Chadbourne stated she is happy this item was brought forward by the Commission. She noted on her street on one block (ten houses) they have lost three trees in the last two years. She indicated on Washington Street the City established a permeable sidewalk as a testing area and in doing so lost a few trees. She indicated she had raised this issue with staff as perhaps going back to what the sidewalk used to be and bringing those trees back. The Councilor stated there is a lot of pride in this community when it comes to the quality of life and the relationship with nature. She stated she was disappointed in how little has been invested for trees in the City and she hoped this was an opportunity to change that direction.

Councilor Remy stated there is Account 523730 Tree Planting and there is Account 523720 Tree Maintenance. He noted the overall program is substantial and asked for clarification of the two accounts. Mr. VonPlinsky apologized that he failed to mention the \$40,000 which staff had indicated was for tree maintenance; noting that the bulk of that money is reactionary. The Manager added mostly the City is removing trees and addressing issues as they come along. She added due to staff's conversation with the Conservation Commission trees are being looked at as an asset and she felt they were moving in the right direction.

Councilor Chadbourne referred to the area on Washington Street she previously referred to and asked how this area can be changed to plant trees again. Mr. Watson stated staff will be looking at these type of issues with this program. He added he is involved in the downtown project and any tree that is healthy and can be saved will be saved, but there will be quite a few trees that will be removed but the plan is to plant a tree similar in size.

Chair Powers asked whether the permeable surface referenced by Councilor Chadbourne is a deterrent to trees. Mr. Watson answered in the negative. Councilor Chadbourne stated what she was told the permeable surface was providing too much water for the trees and was drowning the trees. Mr. Watson stated because there has not been a good tree program in the City, figuring out what tree should go where has not been evaluated properly, but the goal of the program would be to make sure the right tree is planted in the appropriate location.

Councilor Chadbourne made the following motion, which was seconded by Councilor Remy.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends the report be accepted as informational and the City Manager be directed to consider the recommendations as part of the upcoming budget and capital planning processes.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 18, 2024
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Cemetery Master Plan - Parks, Recreation and Facilities Director

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends the expenditure of up to \$65,000 in the Cemetery Trust Fund B – Capital Reserves be authorized for a professional services contract to create a Master Plan for Monadnock View Cemetery.

Attachments:

None

Background:

Parks, Recreation and Facilities Director Andy Bohannon stated this item is with respect to completing a Cemeteries Master Plan. He indicated Monadnock View Cemetery is an active cemetery in the City. He noted the front area is the location for future use. It has been expanded as much as possible and is filling up fairly quickly. A cemetery master plan will also give the City the opportunity to make sure it is compliant and keeping with other communities of similar size. Mr. Bohannon noted there is funding available through the Cemeteries Trust Fund B, which has a healthy balance. He added he has been before Trustees of the Trust Fund and the plan is go back before the Trustees regarding this issue once the new Cemetery Superintendent has got a chance to get settle in his new role.

The Chair asked whether the analysis will only concentrate on Monadnock View Cemetery. Mr. Bohannon agreed and added most of the other cemeteries have been accounted for by families.

Councilor Lake made the following motion, which was seconded by Councilor Remy.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends the expenditure of up to \$65,000 in the Cemetery Trust Fund B – Capital Reserves be authorized for a professional services contract to create a Master Plan for Monadnock View Cemetery.



January 18, 2024

Honorable Mayor Kahn and members of the Keene City Council:

We are pleased to present this year's proposed Capital Improvement Plan (CIP) spanning the next seven years, through June 30, 2031, including the proposed budget for FY 2025 capital projects. The Capital Improvement Plan is a key planning document with a focus on sustained investment in the community's strategic and long-term goals. It is a long-range financial plan that is guided by the goals of the City's Comprehensive Master Plan and the City Council. City staff and the City Council work very hard to produce capital and operating budgets that meet and balance citizen and community needs within the boundaries set by City Council Fiscal Policy.

The Capital Improvement Plan identifies and funds community capital needs identified by citizens, the City Council, and staff recognizing that resources are limited, and priorities need to be established. The City utilizes strategic plans at the department level to advance projects and initiatives over time (ex: Active and Passive Recreation Plan, Watershed Master Plan, Asset Management Plans for Roads, Sewer, Water, and Sidewalks Infrastructure). Each year, as part of our effort to more closely align budgets with council goals, we have directed focus toward more clearly defining the strategic plans and guiding documents which drive the recommendations in both the operating budget and capital plans. Working to accomplish the goals of the City's Comprehensive Master Plan and City Council goals, requires many smaller departmental level plans. Implementation of those plans occurs incrementally over periods of time, often spanning several years and therefore several budgets. The later plan years include projects as place holders with tentative financing plans. As we move closer to implementation of a project cost estimates and financing plans are updated.

In the upcoming year, the City will go through a process to update the community's Comprehensive Master Plan. Two years from now when the CIP is substantially updated it will be important to ensure funding priorities are shifted where needed to support the updated master plan. It is the job of City staff to implement the goals and priorities of the community, and also to identify and communicate additional opportunities and challenges to our elected officials and community. Oftentimes priorities can be in conflict. One set of priorities may reflect the desire to control government spending in order to limit property tax or utility rate increases. Another set of priorities may reflect a desire to fund ongoing preservation and maintenance of critical transportation and water/sewer infrastructure or to invest in other community infrastructure, programs, or amenities.

Budgeting and planning processes are used to identify priorities, explore alternative means or approaches to accomplish goals and priorities and most of all to prioritize and balance conflicting community goals and priorities when possible. In a time of limited resources and increasing competitiveness and demand for public investment in our community, the need to balance conflicting priorities and needs is paramount. Budgeting and planning processes are also used to communicate, share, and solicit feedback from the community with regard to the implementation of community priorities as expressed through proposed budgets.

In recent years, the priorities articulated by the public, the City Council, and the Comprehensive Master Plan clearly show an emphasis on road and bridge systems, flood control, support for public safety services and a number of other initiatives (e.g. parks, facilities, trail systems). Two years ago, a sidewalk infrastructure asset management plan was incorporated into this document and this year we have included plans for a bicycle masterplan as well as forestry management plans. During upcoming CIP cycles and annual operating budget presentations, City staff will continue the effort that supports both the community's vision and the council's priorities.

The amount of new funds needed from year to year of the plan will directly impact the operating budget. The plan attempts to level fund those needs over the next few years. To do this, you will note that there is no room to add new projects, without moving or deleting an existing project, until FY 2029.

City staff has been careful to see that all newly identified projects deemed important to the realization of the goals and objectives of the City of Keene are incorporated into this plan that guides our community's future. Such projects are included within the seven-year planning horizon or highlighted in the narrative portion of this message under OPPORTUNITIES AND FUTURE INITIATIVES.

The proposed CIP is modest when viewed in the context of the actual use of property tax dollars and has been crafted with the operating budget in mind. With a reliance on grants, donations, and other revenue sources to offset property taxes, much has been accomplished. These next few years with continued collaboration, and adherence to frugality, will provide opportunities for new projects and priorities to be advanced. Whether it is continuing to plan for the downtown infrastructure project, improvements to utility and stormwater systems, sidewalks and roads, airport infrastructure, or parks and trails; this year's CIP with continuing collaboration includes them all.

Keene must remain competitive if we are going to continue to attract investment in commercial and residential property, jobs, and resultant increases to our tax base. Quality of life is a vital part of keeping the City competitive. The right balance between investment and affordability will ensure the City remains an attractive place to live, learn, work, and play. #liveworkplaykeene.

CAPITAL IMPROVEMENT PLAN

The focus of the CIP process is planning for our City's future. The guiding principle of this planning effort is to advance the vision of the Comprehensive Master Plan (CMP) including;

- ❖ A quality-built environment,
- ❖ Unique natural environment,
- ❖ A vibrant economy,
- ❖ Strong citizenship and proactive leadership,
- ❖ A creative and learning culture, and
- ❖ A healthy community.

Guided by fiscal policy, council goals and City Comprehensive Master Plan input from the community, capital expenditures are identified and presented in a seven-year Capital Improvement Program (CIP). The CIP includes projects with an estimated cost in excess of \$35,000 and anticipated useful life of at least five years. Individual project requests are consolidated into a capital program that includes project details and amounts by department, costs, and funding sources. Expenditure and funding activity anticipated from any capital reserve fund is also presented in the CIP regardless of the amount.

Following reviews by the City Council and Planning Board, and a public hearing, the City Council will formally adopt the Capital Improvement Plan and first year of the program is included in the next operating budget proposal (FY 2025) as the capital budget. The second year of the CIP will be reviewed during the subsequent operating budget cycle and will be included in the FY 2026 annual operating budget document.

This CIP includes capital expenditures planned for the seven-year period starting July 1, 2024, and ending June 30, 2031 (FY 2025 - FY 2031). This program is fluid and will change from CIP to CIP and can also be amended from time to time by action of the City Council. While the vast majority of capital activity advances through the CIP process, the CIP document is a planning tool. Occasionally projects are presented to and approved by the City Council outside of the formal CIP process, particularly when grant funding or community partnership becomes available. As a planning document, it also does not bind any public body to undertake any project but serves the City Council as a tool to identify and schedule needed improvements and to forecast and plan for the impact of those improvements. The CIP reflects the continuation of the philosophy of seeking opportunity for strategic investments that leverage other resources and partnerships to advance the goals of the CMP as reflected in the Skate Park Improvement Project, Open Space and Trails Program, Transportation Heritage Trail Program, and Robin Hood Park Improvements Project. Through engagement with residents, employers, the Chamber of Commerce, social service agencies, other governmental partners and community groups, our organization, community, and City Council priorities advance.

FISCAL POLICY IMPACT

On September 21, 2023, the City Council adopted the City's Fiscal Policies. The Fiscal Policies document, revised annually, is used to establish fiscal boundaries for both the Capital Improvements Program and the City operating budget while providing direction that incorporates City Council goals and objectives.

When establishing fiscal boundaries, unassigned fund balance and debt service payments are taken into consideration. Under the current Fiscal Policies, the City is to maintain an unassigned fund balance for the General Fund between 7% and 17% of the sum of the total of the General Fund annual operating budget and the property tax commitment for schools (both local and state), and the County. Unassigned fund balance and unanticipated revenues can also be an additional tool when responding to unanticipated emergency expenditures or unforeseen events or provides resources to fund capital projects maintaining budget flexibility by stabilizing or reducing future debt service payment.

Over the past few years, the amount of the General Fund unassigned fund balance has increased to over \$17 million. This provides the City with an opportunity to utilize the unassigned fund balance as a funding source in the proposed Capital Improvements Plan to reduce the impact on the tax rate and keep the use of debt funding at a manageable level. This strategy, however, is not sustainable in the long term. It is a short-term fix for the next few years. Matching one-time dollars with one-time expenses. In addition, FY 2025 includes the last year of ARPA LFRF grant funds as debt reduction for Roadway Preservation and Rehabilitation Program (\$887,204).

This plan estimates an increase in debt over the next seven years well below the 12% policy limit. It is likely some of the projects currently identified as debt funded will instead be funded by grants (e.g. \$4,518,600 stormwater resiliency related to downtown infrastructure project). We will make adjustments based on actual grant awards in the next capital plan update. In addition, as part of the next update, the use of unassigned fund balance will be re-evaluated. If grant funds are awarded for projects currently planned to be financed with debt, it will allow us to shift projects in the later years of the plan to debt and utilize less unassigned fund balance. This will likely be necessary in FY 2028 and beyond. The future amounts allocated will be dependent on year-to-year variations of budget to actuals for both expenses and revenues and actual grant awards received.

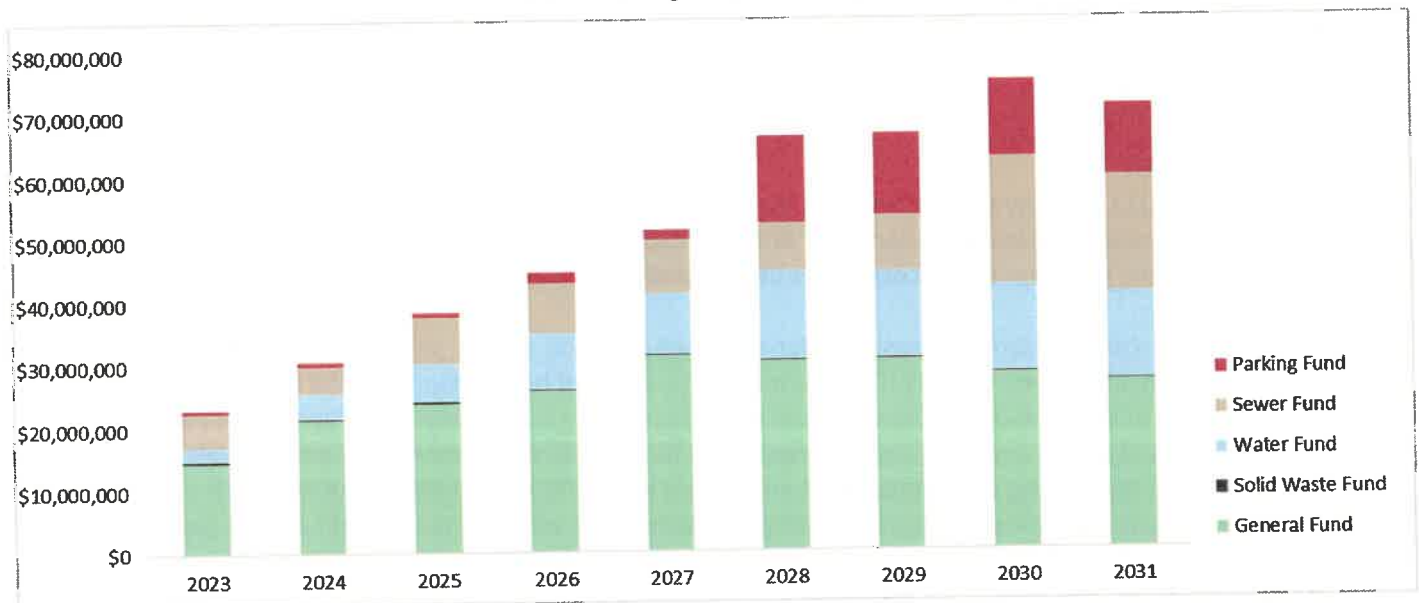
The current Fiscal Policies on debt service establishes a limit on the annual debt service payment amount based on a five (5) year average, at or less than 12% of the General Fund operating budget. Estimates of projected debt service levels during this Capital Improvements Plan’s seven-year cycle range from 7.41% for FY 2025 to 9.76% in FY 2029, although it is important to note that future initiatives anticipated and projects in the planning stages during FY 2025 and FY 2026 could impact out-year projects.

Debt Service

2025	2026	2027	2028	2029	2030	2031
7.41%	8.35%	8.87%	9.22%	9.76%	9.62%	9.59%

The following chart illustrates the total outstanding debt by fund from FY 2023 through FY 2031.

Outstanding Debt - All Funds



	2023	2024	2025	2026	2027	2028	2029	2030	2031
Parking Fund	\$390,000	\$758,674	\$606,306	\$1,655,938	\$1,465,870	\$13,953,802	\$13,129,835	\$12,305,868	\$11,481,901
Sewer Fund	\$5,597,455	\$4,221,232	\$7,524,953	\$8,018,699	\$8,557,706	\$7,698,754	\$9,022,867	\$20,537,533	\$18,783,333
Water Fund	\$2,075,000	\$4,090,566	\$6,096,528	\$8,956,423	\$9,836,052	\$14,270,681	\$13,983,709	\$13,995,738	\$13,938,100
Solid Waste Fund	\$335,000	\$290,000	\$245,000	\$200,000	\$155,000	\$120,000	\$85,000	\$75,000	\$65,000
General Fund	\$14,599,526	\$21,351,555	\$23,939,922	\$25,915,097	\$31,391,214	\$30,358,360	\$30,524,208	\$28,231,737	\$26,954,969
Total	\$22,996,981	\$30,712,027	\$38,412,708	\$44,746,157	\$51,405,842	\$66,401,597	\$66,745,619	\$75,145,877	\$71,223,303

OPPORTUNITIES AND FUTURE INITIATIVES

The capital planning process and framework directed toward the long term serves as a tool that developing well thought out projects meeting the priorities of the communities and positioning the City to take advantage of grants and other opportunities to supporting attainment of community goals and priorities. The planning element of the CIP is a critical component to success in competitive processes. Appendices in these documents identify on a high level anticipated future initiatives outside this CIP timeframe. It also serves as a centralized document keeping the public informed of scheduled future capital initiative and major infrastructure repairs.

One example can be found on page 216 regarding the Wheelock Park Lights. This project is outside the scope of the 2025-2031 CIP though planning for alternative funding sources are being considered now. The current electric and pole infrastructure installed in the mid-1980's is failing. With the changes in technologies with LED lighting, a greener footprint can be created keeping in line with the mission of the City. Working with the department, park user groups will collaborate to create a capital campaign, seek grants, utilize alternative revenue sources such as crowdfunding, and partner with local energy providers to fund this project.

With the reliance on fiber, the City will be looking to replace the existing fiber with the next generation of communications fabric. The City owns the fiber that connects its computer network to each of its facilities and the demand to move more data faster has increased and will continue to do so into the future.

Long awaited repairs to the Airport Hex Hanger are outside the scope of this CIP however have been incorporated into the long-range maintenance plan at the Airport.

Over the course of the summer, the Martell Court pump station experienced an emergency situation when the discharge knife gate on the effluent force main failed. This failure created an immediate need to add a new FY 2025 project to this CIP for constructing a permanent bypass when the Martell Court pump station needs to be taken offline. Though not originally part of the Capital Improvement Plan, this situation is an example of the flexibility of this planning document and the need to review projects on a regular basis.

Due to the recent PFAS issue and reduction in landfill capacity, New Hampshire communities are facing challenges regarding sludge disposal and increasing disposal prices. A feasibility assessment funded by an American Rescue Plan Act grant was completed in 2023 that evaluated equipment options and helped develop a sludge dewatering plan that will be implemented over the next 30 years. As part of this CIP, funding in FY 2027 and FY 2028 has been included for equipment selections, bid specification, permitting, and for the design portion of this project with construction in FY 2030.

PROJECT REQUESTS AND FINANCIAL INFORMATION

As departments create and develop project requests they utilize the tools set forth by fiscal policies and City Council. Adhering to the Comprehensive Master Plan, incorporating Council goals, and considering public and or operational needs present challenges when funding sources are limited. Through research and due diligence, the departments are often successful in obtaining alternative funding sources to lessen the burden on the taxpayer for these capital projects. Grants play an integral part in funding many of the City's large capital projects. Of the \$3.38 million in Airport capital projects in FY 2025, \$3.23 million is funded with federal and state grants.

The FY 2025-2031 Capital Improvements Program book contains the following sections:

1) Program Overview (All Funds)

This section provides an overview of the CIP process, future initiatives, impact on fiscal policies and financial information for all projects - in all funds - proposed in the FY 2025-2031 CIP.

- a. Financial Overview, including all Funds – a consolidated financial overview of all proposed projects and funding sources included in the proposed CIP.
- b. Consolidated New Debt Schedule – includes the proposed issuance of new debt (all funds).
- c. Multi-Fund Infrastructure Projects – shows the total cost of major infrastructure projects that have outlays in multiple funds (i.e. general, water, and sewer).
- d. Other Project Funding Sources – details the amounts from appropriations or other sources of project financings, such as the sale of property, capital campaigns, and re-appropriation of project balances that have been determined to be available for future years' work.

- 2) **General Fund** – used to account for those governmental activities that are not recorded in one of the other funds.

The General Fund project worksheets have been grouped into three (3) sections in order to emphasize specific subject areas: Community Services, Internal Support, and Infrastructure.

- a. **Community Services** – Community Development, Fire, Parks & Recreation, and Police Programs that are related to activities and services provided to the community for the benefit of the community. Fire and Police departments provide health, protection, and safety services while Parks and Recreation support health, wellness and open space and trails.
- b. **Internal Support** – Assessing, Facilities, Finance, Information Technology, and City Clerk Services that the City provides to support its own internal operations. Departments include Assessing, Finance, Information Technology, and Facilities whose primary goal and focus are to maintain the City’s structures and operational assets in good working condition, in an environmentally friendly and economically efficient manner.
- c. **Infrastructure** – Airport and Public Works Programs and services that are intended to promote the retention and expansion of existing businesses, and to encourage new business development in the City of Keene. This group includes improvements to the transportation infrastructure (roads, bridges, sidewalks, and bike paths) intended to facilitate the safe and efficient movement within the City; and connect the local community with the Monadnock Region and the State. Also included, are projects aimed at preventing and remediating conditions leading to localized flooding through preventive maintenance, drainage system improvements, and comprehensive stormwater infrastructure planning.

- 3) **Parking Fund** – Special Revenue Fund used to account for the operations, maintenance, and capital outlay needs of the municipal parking area.
- 4) **Solid Waste Fund** – Special Revenue Fund for accounting for the activities of the transfer station and recycling operations and for post-closure costs associated with the landfill.
- 5) **Sewer Fund** – Enterprise Fund used to account for the operations, maintenance, and capital outlay needs of the sewer collection and treatment systems.
- 6) **Water Fund** – Enterprise Fund for the accounting of the operations, maintenance, and capital outlay needs of the water treatment and distribution systems.
- 7) **Equipment (Fleet) Fund** – Internal Service Fund used to account for the operations, maintenance, and capital outlay needs of vehicles and equipment.

Each Fund section follows a consistent format and includes:

- a. Table of Contents
- b. Program Overview and Summary - fund basis financial information including detail on property tax, utility rate, and fee projections, et al.
- c. Debt Summary - debt service schedule providing information on existing and proposed levels of debt service through FY 2031.
- d. Capital Reserve(s) - financial summary for each active capital reserve providing a schedule of projects to be funded, proposed funding for each year of the CIP and a projected ending cash balance of the reserve.
- e. Multi-Year Projections – financial projections
- f. Project Request Worksheets

8) Appendix

- a. Appendix A – General Fund projects not included in the proposed FY 2025-2031 CIP and may appear in future CIP documents. These projects have not been included in the CIP for a variety of reasons, including limited resources and the need for additional project analysis and development.
- b. Appendix B – Water and Sewer Funds capital projects that are scheduled for FY 2032 and beyond. Also included is a brief discussion of recommendations for additional water main replacement funding. Due to the nature of aging utility infrastructure, and the scope of the proposed projects, this information is provided in an effort to better inform the long-term discussion regarding utility fund infrastructure.
- c. Index – alphabetical listing with page numbers

The remaining steps to be taken in the CIP process are:

- Thursday, January 18, 2024 7:00 PM CIP Distribution and Overview to City Council
- Saturday, January 20, 2024 8:00 AM City Council and Planning Board CIP Presentation
- Thursday, January 25, 2024 5:30 PM FOP Committee Review
- Thursday, February 8, 2024 5:30 PM FOP Committee Review
- Thursday, February 22, 2024 5:30 PM FOP Committee Review
- Monday, February 26, 2024 6:30 PM Planning Board
- Thursday, March 7, 2024 7:00 PM Public Hearing
- Thursday, March 14, 2024 6:00 PM FOP Committee Recommendation
- Thursday, March 21, 2024 7:00 PM Council CIP vote and adoption

The Planning Board will conduct its independent review at its February 2024 meeting and will report the result of their review directly to the City Council.

Thank you for your careful consideration of this document and the various projects proposed to move toward a sustainable future for our community.

Respectfully Submitted,



Elizabeth A. Dragon
City Manager



CITY OF KEENE NEW HAMPSHIRE

ITEM #K.1.

Meeting Date: January 18, 2024
To: Mayor and Keene City Council
From: Donald Lussier, City Engineer
Through: Elizabeth Dragon, City Manager
Subject: **Relating to the Acceptance and Appropriation of Unanticipated Bridge Revenue
Resolution R-2024-04**

Recommendation:

That Resolution R-2024-04 be referred to the Finance Organization and Personnel Committee for their consideration and recommendation.

Attachments:

1. Resolution R-2024-04

Background:

During the 2023 New Hampshire Legislation season, the State Legislature passed, and the Governor signed, House Bill 2 (HB 2) which appropriated \$10,000,000 for additional bridge aid. This additional bridge aid is to be distributed based on each municipality's population and portion of the total statewide municipal deck area.

The City of Keene's apportionment is \$194,942.93. This aid was not anticipated in the Fiscal Year 2024 budget process. As a result, the City Council must accept the funds as unanticipated revenue.

It is recommended that the City Council accept this unanticipated aid and appropriate it to the Bridge Capital Reserve to be used for future unfunded bridge maintenance costs.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Acceptance and Appropriation of Unanticipated Bridge Revenue

Resolved by the City Council of the City of Keene, as follows:

WHEREAS, the New Hampshire State Legislature passed and the Governor signed House Bill 2 (HB 2) as part of the 2023 legislative session; and,

WHEREAS, HB 2 provides for a total of \$10 Million in one-time payments to municipalities, to be distributed based upon each municipality’s population and share of statewide municipal bridge deck area; and,

Whereas, HB 2 restricts the use of these funds to “the maintenance, construction, or reconstruction of municipally owned bridges”; and,

WHEREAS, the New Hampshire Department of Transportation has notified the City that our share of this one-time payment will be \$194,942.93.

NOW, THEREFORE, BE IT RESOLVED that the Sum of \$194,942.93 be accepted as a one-time payment from the State of New Hampshire pursuant to House Bill 2; and further,

That said Sum of \$194,942.93 be appropriated to the Bridge Capital Reserve.

Jay V. Kahn, Mayor